

**Avatar Process Improvement Meeting
Agenda**

**Meeting Date
Friday, 5/19/2017**

9:00-10:00 AM, 1400 Emeline, Conference Room 207

Agenda Items	By Whom	Notes	Minutes
1. Update Client Data	Adriana Bare	Screen Updates to eliminate data not reported to state or included in claims. Discuss Admission review.	Update client data form changed in UAT, after small formatting changes to show labels and fields appropriately will be moved to LIVE. We will possibly review Admission form to eliminate fields we don't use, knowing this means we'll have to make those changes again after each upgrade that touches the form.
4. ADP Treatment Plan	Adriana Bare	Review treatment plan, explore streamlining items.	Will review and determine if we will recommend changes, to be scheduled next week.
3. ADP Group Services	Wendy Ettinghoff	Update what we've tested so far and describe next steps	Queries identified services that need to be updated to apportion parts of the group time for each of the participants. Contractors should continue researching issues with "orphan" group notes, disconnected due to rejected notes.
2. Scanned Documents Retrieval	Jeff Burt	Preferred workflow, known issues and lessons learned	Issues with JavaScript and Middleware versions. Middleware update on Tuesday May 23 rd , between 11:00a and 1:00p, hope to resolve these then. JavaScript version recommended 121. Current version is 131, Netsmart is still reviewing it.
5. UA Screens and Codes	Rose George	Can the UA form have a code added? How do ADP contractors are reimbursed for UA screens.	Vitals screen form, records results. Contract ties payment to service entry. Using a note with "Information Note" type of "Progress Note Purpose", is the recommended workflow.

7. Next Meeting	5/26/17 (Partition Installation, move meeting to: 1400 Emeline, Room 164)	Agenda items carrying forward to 5/26/17:	ADP Treatment Plan
		Agenda items to be scheduled after resolution:	ADP Group Services – report after changes are made.
		New items:	Psychosocial instead of ASI – recommended workflow.
Attendees:	Cole Kortlever, Christine Garcia, Jessica Nichols, Nicole Keadle, Nancy Mast, Sharon Polak, Sarah Tisdale, Jeff Burt, Sergio Lopez, Lynn Harrison, Briana Kahoano, Karolin Schwartz, Charlie Wilkins		